

ADMINISTRATIVE INSTRUCTIONS (Revised) FOR NON-INDIGENOUS
FOREIGN NATIONAL EMPLOYEES
FBIS

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9 July 1953

A. TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment documents. The following documents are prepared and signed before or upon entering on duty:
 - a. /Application for Employment/
 - b. Employment Agreement
 - c. No-Strike Affidavit
 - d. Fingerprint Chart
 - e. Other Personnel Documents as required.
 2. Employment Agreement:
 - a. Inasmuch as it is not possible under the laws of the U.S. for a non-citizen employee to /be granted/ permanent status / the appointment action is written as "temporary appointment not to exceed one year". Unless the Government takes action to terminate employment, the appointment will be renewed yearly.
 - b. The employee undertakes to remain in FBIS employ for a minimum of 24 months. The Government may, however, terminate employment at any time at its own instance and convenience.
 - c. Obligations of the Government and of the employee in cases of termination or separation prior to 24 months are explained in Paragraph 2 of the Agreement.
 - d. Costs of travel and of transportation of household effects for the employee and his dependents are borne by the Government as indicated in Paragraph 2.
- Maximum weight allowance is /1,000/ lbs. Privately owned automobiles may not be at Government expense by Foreign Nationals.
- e. Each employee is furnished bachelor-type quarters, at no personal cost, when reporting for duty. If applicable family-type quarters will be provided when available.

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3. Other Factors:

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- a. Each Employee and dependent is required to obtain, and to have in his possession at all times, valid travel documents to include passport, re-entry permit for return to the country from which hired or at another country of his choice, and a valid immunization record. Failure to maintain valid travel documents will constitute grounds for termination of employment.
 - b. Employees will be permitted the use of Army or Air Force PX's, Clubs, and Commissaries [redacted] /subject to/ existing rules and regulations. Any abuse of such regulations will result in the loss of these privileges.
 - c. Employees should not become involved in commercial enterprises, or outside activities /without explicit written permission/ nor should they become involved in any matters prejudicial to the welfare of the United States.
 - d. While maximum freedom is granted employees and dependents, / [redacted] and relations with military authorities must at all times be correct.

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B. SALARIES AND PROMOTIONS; EXTRA PAY PROVISIONS

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3. Extra Pay Provisions

/ a. /

- a. Overtime is paid on a sliding scale which approximates "time and a half"; that is, full pay for the extra hours worked plus one half of the hourly pay for the period. As the salary increases the overtime rate decreases.
- b. Night Differential of a maximum of eight hours per day is computed on the basis of ten percent of the hourly pay.
- c. Holiday pay is computed on the basis of a full extra day's pay for each holiday worked. The extra compensation is paid only for work performed on U.S. Legal holidays.

C. LEAVE

1. Employees are entitled to annual leave with pay which shall accrue as follows:

- a. One-half day (4 hours) for each full biweekly pay period in the case of employees with less than three years of service.
- b. Three-fourths day (6 hours) for each full biweekly pay period (except that the accrual for the last full biweekly pay period in the year shall be one and one-fourth days) in the case of employees with three but less than fifteen years of service.
- c. One day (8 hours) for each full biweekly pay period in the case of employees with fifteen or more years of service.
- d. Annual leave may be accumulated until a maximum of 145 days has been reached, after which each yearly leave accumulation must be used within the year in which it is accumulated.

2. Sick Leave

- a. Employees are entitled to sick leave with pay, which shall accrue on the basis of one-half day (4 hours) for each full biweekly pay period.

b. Sick leave may be accumulated and available for use in succeeding years. / /

3. /Sick leave may be advanced at the discretion of the Bureau Chief, subject to the following conditions:

- a. The employee must be on duty at least one year.
- b. All annual and sick leave balances must be used up before advance sick leave may be authorized.
- c. The maximum sick leave authorized may not exceed the amount of sick leave which the employee accrues by the end of his current one-year appointment.
- d. There must be reasonable assurance that the employee will be able to continue his employment through the period of his appointment.
- e. The employee will make a formal request in writing to the Bureau Chief and will attach thereto a doctor's certificate indicating the necessity for and the estimated duration of sick leave status./

4. Expiration of Contract Leave

- a. Employees who have satisfactorily completed all obligations of their employment agreement, and who have annual leave sufficient to carry them in a pay status for at least a 30-day period are entitled to Expiration of Contract Leave 24 months after their arrival at a field bureau.
- b. Travel may be authorized for the employee and his dependents from the field bureau to his original place of appointment or another point not more distant from the field bureau, and return to the field bureau. In the case where an employee was hired in a place that is not his permanent home, he may be rehired from the latter while on home leave, providing he pays the difference in fare from the place of hire to his home. Return fare from the new point of hire and all subsequent official travel to and from there will be at Government expense.
- c. With the exception of per diem, related travel expenses may be allowed in accordance with existing travel regulations.
- d. Shipment of household effects at government expense to and from the leave point may not be allowed.
- e. If an employee gets married while on home leave, he can bring his wife back with him -- or she can join him at any time within a year from the date of /principal's arrival at Post/-- at Government expense, providing family quarters are available.

/5. Leave Without Pay

- a. Leave without pay not exceeding 15 workdays may be granted at the discretion of the Bureau Chief.

D. MEDICAL TREATMENT, HOSPITALIZATION AND WORKMEN'S COMPENSATION

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1. Treatment may be had at [] Dispensary for employees and dependents. Hospital facilities are offered at the [] Hospital at the rate of \$5 per day. 25X1A6A
 2. FBIS employees may belong to the Government Employees Health Association, which affords protection and assistance to its members by assuring all or a portion of hospital and surgical expenses. Cost of membership and other details may be obtained from the Bureau Administrative Officer.
 3. FBIS employees come under the benefits of the Workmen's Compensation Law, which provides for reimbursement of expenses incurred in connection with injuries sustained while in the performance of assigned duties.

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E. SECURITY REGULATIONS

1. The security regulations listed below will be read carefully once every six months by all foreign national employees of the Bureau:
 - a. Personal Security
 - (1) For all purposes of contact with persons outside of the organization, you are an employee of FBIS (Foreign Broadcast Information Service), which is a U.S. Government organization engaged in monitoring foreign broadcasts.
 - (2) When asked by military or other authorities concerning your occupation, the extent of information you are free to give is as set forth in the above paragraph. When asked the nature of your work, your reply should be that it is confidential and cannot be divulged.
 - (3) The nature of the work you do is not to be discussed at home or at social and other gatherings with or among persons who are not concerned with FBIS. Maximum discretion is expected of you even in discussions with the members of your immediate family.
 - b. Office Security
 - (1) All office security regulations such as that requiring the closing of doors and windows at the end of the duty period must be observed carefully.
 - (2) All working equipment and materials are subject to security regulations. Drafts, summaries, texts, copies of the Daily Report, Targets, and reference materials must not be removed from the building except by specific permission of the Chief, []
 - c. Telephone Security

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c. Telephone Security

- (1) Care must be exercised that matters pertaining to FBIS operations are not discussed in private telephone conversations.

d. Night Security

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- (1) All doors will be kept locked during night duty hours. All windows of unoccupied rooms and booths will also be kept locked.
- (2) No impromptu inspection of the installation by anyone outside of the organization will be allowed at any time except by specific permission of the Chief, [redacted]

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[redacted] 25X1A9A
Bureau Chief

Attachment: [redacted]

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